



Embassy of the United States of America – Bangkok, Thailand

Consular Section, Immigrant Visa Unit

Address: 95 Wireless Road, Bangkok 10330, Thailand

Website: <https://th.usembassy.gov/visas/immigrant-visas/>

Contact Us: visasbkk@state.gov

IV

Formerly
Package 3 & 4

INSTRUCTIONS IMMIGRANT VISA APPLICANTS

Please review the detailed guidance provided below to schedule an interview and prepare the required documents. Applications that are incomplete at the time of the visa interview will result in a minimum 10-15 business-day delay in adjudication. You should NOT make any travel plans, quit your job, or sell your property until you have physically received your passport and U.S. visa.

Step 1: Make an appointment for an interview

NOTE: *If your appointment was already scheduled through the National Visa Center (NVC), please disregard Step 1 and continue to Step 2 to prepare for your interview.*

When you receive this Instruction Packet via email, it means that your case is now at the U.S. Embassy Bangkok Immigrant Visa Unit and ready for visa adjudication. You are now permitted to schedule your visa interview.

To schedule an interview appointment:

1. Log in to <https://www.ustraveldocs.com/th/> to schedule your IV interview appointment date. If you scheduled an appointment in the past, you should use the same email address and password as before. If this is your first time visiting the website, please create a login.
2. Select **Immigrant Visa**, then **All Immigrant Visas**, then your visa type.
3. Click the **New Application/Schedule Appointment** tab on the left to complete your personal information and passport details.
4. Specify your document delivery information and update your case ID.
5. Schedule your appointment from the open slots visible in the appointment calendar.

NOTE: *If there are no available appointments, that means all appointments are filled. We frequently open additional appointments. Please continue to check the website for available appointments.*

6. Once your appointment is successfully scheduled, click on **Printable Version**, and print two (2) copies of the Appointment Confirmation page. You will need both copies:
 - One copy is to show the hospital for your medical examination
 - The other is for the Greeter when you arrive at the Embassy on the day of your visa interview.



If you have questions about scheduling your appointment, please contact the U.S. Visa Service Call Center at support-thailand@ustravel-docs.com or call 02-105-4110, Monday to Friday between 08:00-16:00 hrs.

Step 2: Get a medical exam and vaccinations

As part of your visa application, you must have a medical examination. Only certain physicians conduct official medical exams of visa applicants. **Medical exams from any other physician cannot be accepted.**

Your visa expiration date will be the same as the expiration date of your medical exam (usually six months from the date of the exam, and sometimes three months for certain medical conditions). You should schedule your medical exam to occur at least 10 business days before your interview date to make sure the exam is complete, and you have as much validity on your visa as possible.

If your medical examination has not been completed due to ongoing testing, treatment, or other reason), you **will not** be allowed to attend visa interview. Please schedule or reschedule your visa interview appointment **after** receiving complete medical examination.

Instructions for obtaining a medical exam can be found on our [website](https://th.usembassy.gov/visas/immigrant-visas/packets/) here:
<https://th.usembassy.gov/visas/immigrant-visas/packets/>.

Step 3: Prepare requested documents for the interview

Please arrange your documents *in order* as listed below and separate all original documents from the copies.

If you do not have the original, a certified copy can be accepted instead of the original. After reviewing, we will return the original documents.

Translations: All non-English documents must be accompanied by a certified English translation that includes a statement by the translator that the “Translation is accurate” and the “Translator is competent to translate.” Please bring a copy of the translation to the interview. *In Thailand, you can request civil registration documents (such as the birth and marriage certificate) in English at any local district office (Thai Amphur). If you have obtained the English version of a required document directly from the Thai Amphur, an English translation of that document will not be necessary.*

If you do not submit the items in this checklist at the visa interview, processing your visa application will be delayed.

- ☐ **Photographs:** Two (2) COLOR front view photographs taken within the past six months. [Review photo requirements at this link.](#)



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- ❑ **Passport:** Original and Copy. Your passport must be valid for travel to the United States and have at least eight (8) months of validity beyond the visa issuance date. Your visa will be issued in the same name which appears on your passport.
- ❑ **Previous Passports:** Applicants should submit all previous passports, or police reports for any lost or missing previous passports or U.S. visas, particularly passports containing other U.S. visas or that were used to travel to the United States.
- ❑ **Confirmation of Form DS-260 Online Immigrant Visa Application:** To complete this online form, visit <https://ceac.state.gov> and follow the directions on the website for DS-260 Online Immigrant Visa and Alien Registration Application. Be sure to create a new profile and DS-260 for the current immigrant visa application, do not use profiles from old applications.
- ❑ **Confirmation of Global Support Strategy (GSS) Registration:** Each applicant must create their own profile and register a mailing address in the GSS system at www.ustraveldocs.com/th. Please print out your GSS Confirmation Page showing UID Barcode and bring it to the Embassy.
- ❑ **Immigrant Visa Fee Payment:** *(for petitions filed locally or when the fee is not pre-paid to NVC)* Please be prepared to pay the [required visa fee](#) at the time of the interview. You will be instructed to pay this fee after completing intake on the day of your interview.
- ❑ **Police Certificates:** Original and copy. If you are 16 years of age or older, you must obtain a police certificate from all countries you have lived in using below criteria:

| If you ... | AND you... | THEN submit a police certificate from... |
|---|--|--|
| Are 16 years old or older | Lived in your country of nationality for more than 6 months at any time in your life | Your country of nationality |
| Are 16 years old or older | Have lived in your country of current residence (if different from nationality) for more than 6 months | Your country of current residence |
| Have ever lived in another country for 12 months or more | Were 16 years or older at the time you lived there | The country where you used to live. |
| Were arrested for any reason, regardless of how long you lived in that city or country, and no matter what age you were | | The city and/or country where you were arrested. |

Present and former residents of the United States do NOT need to submit any U.S. police certificates. Instructions for obtaining a Thai police certificate can be found [on our website](#). Applicants should review the [Reciprocity Schedule](#) for information on obtaining police certificates from other countries.

- ❑ **Court and Prison Records (if any):** Certified copy. If you were convicted of a crime, you MUST obtain a certified copy of each court and prison record, even if you were later granted amnesty, a pardon, or other act of clemency. You must also submit the section of the law under



which you were found guilty, and which shows the maximum penalty, along with certified English translations.

Medical Exam: If the panel physician submits your medical exam directly to the U.S. Embassy through the eMed system, there is no need to bring the medical exam to the interview. If the panel physician provides your medical exam to you in a sealed envelope, please bring it to the interview. **Do not open the envelope.**

- ❑ **Birth Certificate:** Original and copy. You and each family member immigrating with you must obtain an original birth certificate or certified copy. If you were born outside of Thailand, please see the [Reciprocity Schedule](#) for information about how to request a birth certificate. Please place the English translation of this document on top of the original.
 - If an official Thai birth certificate is not obtainable, you should submit a Certificate of Birthplace (original and copy).
- ❑ **Name Change Certificates:** Original and copy. If you have changed any of your names, you must submit all name change certificates. Please arrange the certificates in order from oldest to newest. The interviewing officer must be able to clearly track the name changes from the name on your birth certificate to the name on your passport. Please place the English translation of this document on top of the original.
 - If you are unable to obtain individual name change certificates, you must submit an original Certificate of Same Person, issued by the local district office (Thai Amphur), listing all names since birth.
- ❑ **Marriage Certificates:** Original and copy. If you are or have been married, you must obtain original marriage certificate/s or certified copies of EVERY marriage. Please place the English translation of this document on top of the original.
- ❑ **Termination of Marriage or Death Certificates:** Original and copy. Both the petitioner and applicant must present certificates for the legal termination of any prior marriages or of the death of a prior spouse. Please place the English translation of this document on top of the original.
- ❑ **Marital Status Certificates** (*Only for F1 unmarried son or daughter of U.S. citizen and F2B unmarried son or daughter of LPRs*): Original and copy. Also known as the Single Status Certificate, this is obtainable at the local district office (Thai Amphur). It should state that the local district office completed a review of the Family Registration Database.
- ❑ **Documents Required from the Petitioner**
 - **If you are applying for an IR5 visa as the parent of a U.S. citizen or for an F4 visa as the brother or sister of a U.S. citizen** then you must submit the following documents to prove your relationship:
 - The original birth certificate (or a certified copy) of your petitioning child or sibling.
 - Any name change certificates for your sponsoring child or sibling that clearly shows the link between the petitioner's birth certificate and current name.



- **If you are applying for an IR1, CR1, or F2A visa as the spouse of a U.S. citizen or Lawful Permanent Resident and your petitioning spouse was previously married**, then you must submit the following documents to prove the current marriage is valid:
 - Evidence of the termination of EVERY prior marriage your petitioning spouse has had. This evidence must be an original or certified copy of one of the following documents: FINAL legal divorce decree, death certificate, or annulment papers.
- **If you are applying for an IR2, CR2, F2, as a stepchild of U.S. citizen or Lawful Permanent Resident**, you must obtain an original or certified copy of the marriage certificate of EVERY marriage of the petitioner and your natural parent. If the petitioner or your natural parent was previously married, you must obtain evidence of the termination of EVERY prior marriage. The evidence must be an original or certified copy of a final legal divorce decree, death certificate, or annulment papers.
- **If an intending immigrant child was adopted** and if the child's application to immigrate is based upon a parent-child relationship, then you must submit the below custody documents.
 - A certified copy of the adoption decree.
 - The legal custody decree if custody occurred before the adoption.
 - A statement showing dates and places where the child resided with the adoptive parents.
 - If the child was adopted when aged 16 or 17 years old, you must submit evidence that the child was adopted with, or subsequent to, the adoption of a natural sibling under age 16 by the same adoptive parent(s).
- ❑ **Military Records (if any):** If you served in the military of any country, you must obtain a photocopy and English translation of your military record. For more information, please see the [Reciprocity Schedule](#).
- ❑ **Immigration Records (if any):** Applicants who have been denied admission to the United States, who have requested legal status extensions, who have changed U.S. immigration status, who have applied for asylum, been deported, or granted voluntary departure from the United States must submit all relevant documentation.
- ❑ **Evidence of Financial Support:** Your petitioner must present evidence that neither the principal applicant nor any dependent applicants (if applicable) will become a public charge in the United States. The petitioner's income must meet 125% of the [Poverty Guidelines](#). Please see this link for information about the [Affidavit of Support](#) and [required supporting financial documents](#).
 - **Employment-based (E) cases only:**
 - You must submit an original job offer letter signed by the petitioning company on their company letterhead and issued 6 months prior to your interview.
 - Form [I-864](#) is not required unless a relative is the petitioner or has a 5% or more ownership interest in the petitioning business.



- **Diversity Visa cases only:**
 - Submit a Form I-134 for yourself and family members who will immigrate with you, along with evidence of financial resources to support your transition to the United States. If you have limited financial resources, an I-134 completed by a friend or family member in the United States along with proof of U.S. citizenship or legal permanent resident status may be provided as well.
 - Provide evidence of your high school education, or its equivalent, or two years of qualifying work experience as defined under provisions of U.S. law. More information for diversity visa applicants can be [found at this link](#).
- **Evidence of Relationship** (*for all family-based visas, including IR, CR, and F visas*): You must provide evidence of your relationship with the petitioner at the interview. Such evidence can include photographs, letters, emails, or any other evidence that demonstrates your relationship with the petitioner. If the Consular Officer is not convinced of your relationship with the petitioner, you may be asked to submit further evidence.

Submit your documents in this order at the interview:

1. Photographs
2. Passport
3. Previous passports
4. DS-260 Confirmation
5. GSS Registration Confirmation
6. Thai Police Certificate
7. Other Police Certificates
8. Court and Prison Records
9. Medical Exam
10. Birth Certificate
11. Name Change Certificate(s)
12. Marriage Certificates
13. Divorce Certificates or Death Certificate of prior spouse(s)
14. Petitioner Documents
15. Marital Status Certificate
16. Military Records
17. Immigration Records
18. Evidence of Financial Support
19. Evidence of Relationship



Step 4: Upload and Submit Scanned Documents

****For cases fully processed through Consular Electronic Application Center (CEAC) only****

If you were previously instructed to upload all the [required documents](#) and financial forms to the [CEAC system](#) before the interview, please make sure these documents are all uploaded correctly before attending the interview. All documents listed above should be scanned into the CEAC system, **as well as originals brought to the interview.**

Failure to upload all required documents to CEAC before your interview date will delay or prevent the issuance of your visa. The U.S. Embassy Bangkok will not upload these documents for applicants. If documents have not been uploaded correctly, your visa will be denied under INA 221(g) until the documents have been correctly scanned to this website.

Step 5: Attend the interview

Please arrive at least 15 minutes before your scheduled appointment to give enough time to go through security. If you are more than 15 minutes late for your appointment, your appointment may be canceled and rescheduled. A consular officer will interview you (and accompanying family member beneficiaries) and determine whether you are eligible to receive a visa. As part of the interview process, ink-free, digital fingerprint scans will be taken.

For a list of security regulations, please [review our website](#). Cell phones are not allowed inside the embassy during your appointment. Visa applicants may be required to sit outside in a covered area while waiting for appointments.

Children Under the Age of 18: A parent or legal guardian should accompany the minor to the visa interview. If a parent or legal guardian cannot attend the interview, another adult may bring a notarized letter from the parent or legal guardian authorizing him/her to be the parent's representative for the purpose of the interview.

Failure to Appear for Interview: If you cannot appear at your scheduled interview, contact the U.S. Embassy Immigrant Visa section as soon as possible. If you do not contact the U.S. Embassy or Consulate within one year of receiving your interview appointment letter, your case may be terminated and your immigrant visa petition cancelled, and any fees paid will not be refunded.



Step 6: After the Interview

The Consular Officer will inform you if your visa is approved or denied. If your visa application is approved, your passport and visa will be sent to you via Thai Post. Delivery usually takes about 10 business days after the interview. Your documents will be delivered to the address you registered with the [Global Support Strategy \(GSS\) system](#).

Delays are common. Even if you are told that your visa application is approved during your interview, you should **NOT** make any travel plans, quit your job, or sell your property until you have physically received your passport and U.S. visa.